

Submitted: Draft
Jurisdiction: Maryland
Agency: Department of Health and Mental Hygiene
Division/Unit:

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 18
MSA ID: SE55-2163

Page: 1 of 2

Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Overtime Vouchers Paper	1690	12	10/31/01-10/15/02	4 cu ft.	06/06/2011	Shred
2	PTR (Both HDQTR Agency's & Co Hlth Dept's) Paper	1690	12	6/01-6/04	10 cu ft.	06/06/2011	Shred
3	ETR & Timesheets Paper	1690	12/13	6/11/03-6/22/04	12 cu ft.	06/06/2011	Shred
4	Timesheets Paper	1690	13	1/23/02-6/22/04	17 cu ft.	06/06/2011	Shred
5	ETR (Both HDQTR Agency's & Co Hlth Dept's) Paper	1690	12	11/14/01-6/22/04	9 cu ft.	06/06/2011	Shred
6	Regular Check Registers(Both HDQTR Agency's & Co Hlth Dept's) Paper	1690	12	06/25/02-06/22/04	6 cu ft.	06/06/2011	Shred
7	Check Registers CO Hlth Dept Paper	1690	12	08/15/01-06/18/02	2 cu ft.	06/06/2011	Shred
8	Check Registers HDQTR Agency Paper	1690	12	10/17/01-10/15/02	3 cu ft.	06/06/2011	Shred
9	Leave Frequent Reports Paper	1690	13	12/26/01-12/21/04	2 cu ft.	06/06/2011	Shred
10	Leave Bank/Employee Donations Paper	1690	14	1/2002-12/2002	1 cu ft.	06/06/2011	Shred
11	Leave Paper	1690	14	12/24/03-12/21/04	1 cu ft.	06/06/2011	Shred
12	Audit Papers Paper	1690	13	2004-2005	1 cu ft.	06/06/2011	Shred
13	Change Sheets/Cut Off's/Leave Frequency Reports Paper	1690	13	6/2000-6/2002	1 cu ft.	06/06/2011	Shred
14	DOP's/Transmittals/Leave Frequency Reports Paper	1690	13	6/12/02-6/10/03	1 cu ft.	06/06/2011	Shred

Destruction Certification

Walter Zerlout

Signature

DHMH Records Officer

Title

7/6/2011

Date

Submitted: Draft
Jurisdiction: Maryland
Agency: Department of Health and Mental
Hygiene
Division/Unit:

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 18
MSA ID: SE55-2163

Page: 2 of 2

Proposal and Certificate of Records Disposition

15	Stop Payments, Bilingual & Emergency Requests, Peps, Law Log Sheets Paper	1690	12	6/12/02-6/24/03	1 cu ft.	06/06/2011	Shred
----	--	------	----	-----------------	----------	------------	-------

Destruction Certification

Walter Zerrlaut

Signature

DHMH Records Officer

Title

7/6/2011

Date